

2018 VOLUNTEER PARK STEWARD PROGRAM

Share your knowledge and skills by helping to ensure clean, well-maintained
and safe parks and amenities for Jefferson County Open Space

Information Packet

Position Description | Training Dates

Application Deadline: March 1, 2018



JEFFERSON
COUNTY COLORADO
Open Space

The purpose of a Jefferson County Open Space (JCOS) volunteer is to assist in preserving open space and parkland, protecting park and natural resources, and providing visitors with healthy, nature-based experiences.

PROGRAM COORDINATOR

Kelly Bowser, Park Services Team Lead
303.271.5996, kbowser@jeffco.us

SUMMARY OF POSITION

Supports the JCOS Park Services Team by providing clean, safe and well-maintained parks and amenities. Responsibilities include, but are not limited to: managing general cleanliness, appearance and safety standards; maintenance and upkeep of all park amenities (restrooms, kiosk, picnic areas, benches, signs), parking lot and entry roads; and providing exceptional customer service.

DUTIES

- Represents JCOS by being a visible and approachable presence in the JCOS Parks. Provides quality customer service by being knowledgeable and helpful
- Supports JCOS Park Services with janitorial services at restrooms and other general trailhead upkeep to enhance overall park visitor experience
- Inspects park grounds, concentrating on trailhead areas for vandalism, graffiti, safety concerns and litter
- Reports all safety, maintenance or damage issues to JCOS Park Services Leadership Team and performs corrective measures to repair or resolve issue when able
- May assist with keeping pathways clear of snow and ice around restroom building and kiosks
- May lead other volunteers in small group cleanup projects
- Completes a daily report after each assignment and reports volunteer hours monthly



..... **REQUIREMENTS**

- Available to work on a regular basis independently, unsupervised and in a public setting
- Physical ability to work outdoors, in various weather conditions and terrains
- Strong interpersonal skills
- Successfully complete JCOS Volunteer Park Steward Training
- Purchase and wear the JCOS Volunteer Park Steward uniform while on duty and to all Park Steward meetings
- Provide own appropriate outdoor clothing and gear
- Maintain contact and rapport with program coordinator
- Volunteers must abide by the JCOS Park Regulations and established volunteer policies and procedures outlined in the JCOS Volunteer Orientation Manual
- Complete a minimum of 40 volunteer hours per year at the selected park(s)
- Attend and successfully complete CPR/First Aid training

..... **TRAINING**

- Required training will include modules on the following topics: maintenance and cleaning, park amenity inspections, customer service, and CPR/First Aid
- JCOS Volunteer Orientation for all new volunteers (2 hours)
- Continuing education and training opportunities will be provided as they become available

..... **BENEFITS**

- Enjoy the outdoors while representing JCOS
- Meet other volunteers with shared interests and experiences
- Share experiences and visitor perspectives with JCOS staff
- Receive training in park maintenance techniques, being an integral part of the best maintained parks in North America
- Develop a greater understanding of the role and mission of JCOS
- Explore the JCOS park system
- Learn about the natural and cultural resources of Jefferson County

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NEXT STEPS
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1. Create an Account and Submit an Application by March 1, 2018

Applications are available online at: <https://offeror.jeffco.us/>

2. Attend an Interview

All prospective volunteers will be interviewed. Once you submit your application, you will be contacted by your Program Coordinator to arrange for an interview.

3. Attend a New Volunteer Orientation

All new volunteers are required to attend a New Volunteer Orientation to become familiar with the entire JCOS program prior to new program specific training. Orientation sessions are held at the JCOS office, 700 Jefferson County Parkway, Suite 100, Golden, Colorado, 80401.

You must pre-register for orientation on Offero <https://offeror.jeffco.us/>.

You need attend only one of the following:

Thursday, March 22, 5:30—7 p.m.

Saturday, March 24, 8:30—10 a.m.

Saturday, April 7, 8:30—10 a.m.

4. Attend New Park Steward Training

Park Steward training is outlined in the position description, and will be arranged for by your Program Coordinator.

5. Get your uniform and start volunteering!

